



**State of Washington**  
**DEPARTMENT OF FINANCIAL INSTITUTIONS**  
**Division of Consumer Services**

P.O. Box 41200 • Olympia, Washington 98504-1200  
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258

**CONSUMER LOAN AMENDMENT APPLICATION**

*Use this form for company name or address changes.*

**INSTRUCTIONS:**

1. Contact your insurance company to obtain a rider to your bond changing the address/name or to add trade name(s). Forward the original signed and sealed rider to this office.
2. Contact the Washington State Department of Licensing, Master Business License service at 360/902-3600, to change the address/name or add/remove a trade name. (DFI will verify with DOL that the above changes have been made.)
3. Contact the Washington Secretary of State at 360/753-7115 to **change the name of a corporation, partnership, or LLC only.** (DFI will verify with the Secretary of State that the name change has been made.)
4. Surrender previous original consumer loan license(s). If changing the main licensed location's address/name please surrender all original branch licenses as well as the main original license.
5. Submit a separate copy of Page 2 for each licensed location effected by this change.
6. DFI may request additional documentation after review of your file.
7. Pursuant to WAC 208-620-050(2) all records must be kept in a location that is readily accessible to the department for the purpose of periodic review and examination. If the records are to be moved out of state, complete the "Consumer Loan Company Request For Approval To Maintain Records At An Out Of State Location" form. (This form is available from DFI's website [www.dfi.wa.gov](http://www.dfi.wa.gov), or via fax upon request at (360/902-8756).
8. Make check in the appropriate amount (\$106.71 per license being changed – for example, a company name change including a main office and 3 branches would be \$426.84) payable to the "Washington State Treasurer." Mail all documentation to the above address.

**COMPANY NAME:**

\_\_\_\_\_

**LICENSE NUMBER:**

**520-**

\_\_\_\_\_

**CONTACT PERSON:**

\_\_\_\_\_

**PHONE NUMBER:**

(       ) \_\_\_\_\_

## WASHINGTON CONSUMER LOAN AMENDMENT APPLICATION

**PLEASE CHECK ALL APPLICABLE BOXES:**

- ☐ Main office address change \$106.71  
☐ Main office name change \$106.71  
☐ Add trade name(s) or dba \$106.71  
☐ Other (explain, eg: ownership change, reprint lost license, etc.) \_\_\_\_\_

**EFFECTIVE DATE OF CHANGE:** \_\_\_\_\_

- ☐ Branch office address change \$106.71  
☐ Branch office name change \$106.71  
☐ Remove trade name(s) or dba \$106.71

**PREVIOUS INFORMATION:**\_\_\_\_\_  
*COMPANY NAME*\_\_\_\_\_  
*TRADE NAME or DBA*\_\_\_\_\_  
*PHYSICAL ADDRESS*\_\_\_\_\_  
*CITY, COUNTY, STATE, ZIP*\_\_\_\_\_  
*MAILING ADDRESS*\_\_\_\_\_  
*CITY, COUNTY, STATE, ZIP*\_\_\_\_\_  
*TELEPHONE NUMBER*\_\_\_\_\_  
*FAX NUMBER*\_\_\_\_\_  
*E-MAIL ADDRESS*

BUSINESS STRUCTURE

☐

CORPORATION

☐

PROPRIETORSHIP

☐

PARTNERSHIP

☐

LLC

☐

OTHER \_\_\_\_\_

**NEW INFORMATION:**\_\_\_\_\_  
*COMPANY NAME*\_\_\_\_\_  
*TRADE NAME or DBA*\_\_\_\_\_  
*PHYSICAL ADDRESS*\_\_\_\_\_  
*CITY, COUNTY, STATE, ZIP*\_\_\_\_\_  
*MAILING ADDRESS*\_\_\_\_\_  
*CITY, COUNTY, STATE, ZIP*\_\_\_\_\_  
*TELEPHONE NUMBER*\_\_\_\_\_  
*FAX NUMBER*\_\_\_\_\_  
*E-MAIL ADDRESS*

BUSINESS STRUCTURE

☐

CORPORATION

☐

PROPRIETORSHIP

☐

PARTNERSHIP

☐

LLC

☐

OTHER \_\_\_\_\_

**AUTHORIZATION FOR VERIFICATION FORM - COMPANY**

TO WHOM IT MAY CONCERN:

I, the undersigned official, of the company noted, hereby authorize and request you to provide the Department of Financial Institutions of the State of Washington, any and all information and documentation that they request for the purpose of verifying information provided in conjunction with an application for a consumer loan license, or for the purpose of conducting an investigation in accordance with chapter 31.04 Revised Code of Washington.

BY:

\_\_\_\_\_  
*Signature of Authorized Official*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*Printed name of Authorized Official*\_\_\_\_\_  
*Title*